

describing why your candidate should be selected. Your statement should be no more than two typed pages and should cover the candidate's achievement, its impact, and its relationship to the criteria expressed above.

_____ should be considered for the
Candidate's name _____

INDIVIDUAL AWARD YOUNG TRAINER OF THE YEAR AWARD
Birth date, please _____

ORGANIZATION AWARD Government Private Industry

Organization's address _____

Type of business _____

Submitted by _____
Signature Typed name and title

Organization _____ Telephone number _____

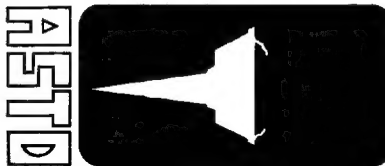
Address _____

The awards will be presented at a luncheon in April of this year. All nominations must be received by March 14, 1970. Forward this form and accompanying material to:

Miss Clementine Pinner
U. S. Maritime Commission
441 "G" Street, N.W.
Washington, D. C. 20235

TRAINING OFFICERS CONFERENCE
and the
WASHINGTON CHAPTER
AMERICAN SOCIETY FOR TRAINING
AND DEVELOPMENT

Sponsored by the



THE
FOURTH ANNUAL
JOINT AWARDS
PROGRAM
For excellence in Training, Employee
Development, and Career Management

★ TO RECOGNIZE OUTSTANDING ACCOMPLISHMENT

★
★ Training is becoming increasingly critical to the achievement of efficient and
★ economical management. Nearly every Federal agency and major business organi-
★ zation in the Washington area has new or recently improved training programs
which have contributed significantly to better utilization of human resources
in achieving objectives of the organization. This awards program provides a
means of recognizing outstanding accomplishments and thereby stimulating
further advances in training and development.

★ FOUR AWARDS

★ will be made as follows:

- ★
★
★
___ An INDIVIDUAL AWARD to a trainer
___ Two ORGANIZATION AWARDS -- one to government and one to private industry
___ A YOUNG TRAINER OF THE YEAR AWARD -- to a person not over thirty years of age

★ FOR EXCELLENCE

★ in light of the following criteria:

- ★
★
★
★
★
★
★
★
★
★
★
___ ORIGINALITY -- innovation, new thinking, new applications of traditional
methods
___ DIFFICULTY -- perseverance and ingenuity in the face of obstacles, compli-
cations, special challenges, limitation of facilities and resources
___ WILLINGNESS TO SHARE ideas, methods, techniques, facilities or materials
with others
___ COST CONSCIOUSNESS -- achieving results with careful attention to
minimizing costs in terms of facilities, staffing, student time, and
related cost factors
___ EFFECTIVENESS -- the degree to which the training or development activity
contributed to achieving the goals and objectives of the organization.

★ THE SELECTION

★ The selection of awardees will be made by a special committee composed of
★ representatives from the American Society for Training and Development (ASTD)
and the Training Officers Conference (TOC).

★ THE AWARDS

★ Each recipient will receive an award and a citation.

| SENDER WILL CHECK CLASSIFICATION ON TOP AND BOTTOM | | | | | | | | | | | | | | | |
|---|--------------------|----------------|--------------------|--------|--------------|---------------|----------|----------|----------------|---------|------|--------|-------------|-------------|-----------|
| OFFICIAL ROUTING SLIP | | | | | | | | | | | | | | | |
| TO | NAME AND ADDRESS | DATE | INITIALS | | | | | | | | | | | | |
| 1 | DD/Pers/SP | 12 MAR 1970 | <i>[Signature]</i> | | | | | | | | | | | | |
| 2 | EO/OP | 12 | <i>[Signature]</i> | | | | | | | | | | | | |
| 3 | DD/Pers | | | | | | | | | | | | | | |
| 4 | DD/Pers / SP | 13 MAR 1970 | <i>[Signature]</i> | | | | | | | | | | | | |
| 5 | CIB SB | 16 MAR 1970 | <i>[Signature]</i> | | | | | | | | | | | | |
| 6 | [REDACTED] | | | | | | | | | | | | | | |
| <table border="1"> <tr> <td>ACTION</td> <td>DIRECT REPLY</td> <td>PREPARE REPLY</td> </tr> <tr> <td>APPROVAL</td> <td>DISPATCH</td> <td>RECOMMENDATION</td> </tr> <tr> <td>COMMENT</td> <td>FILE</td> <td>RETURN</td> </tr> <tr> <td>CONCURRENCE</td> <td>INFORMATION</td> <td>SIGNATURE</td> </tr> </table> | | | | ACTION | DIRECT REPLY | PREPARE REPLY | APPROVAL | DISPATCH | RECOMMENDATION | COMMENT | FILE | RETURN | CONCURRENCE | INFORMATION | SIGNATURE |
| ACTION | DIRECT REPLY | PREPARE REPLY | | | | | | | | | | | | | |
| APPROVAL | DISPATCH | RECOMMENDATION | | | | | | | | | | | | | |
| COMMENT | FILE | RETURN | | | | | | | | | | | | | |
| CONCURRENCE | INFORMATION | SIGNATURE | | | | | | | | | | | | | |
| Remarks: <p>We received a similar announcement in 1968. OTR had no candidates at that time and it was determined that no reply was necessary. They have reviewed the attached announcement and again have no candidates to recommend.</p> <p>Suggest no response be prepared.</p> <p><i>E40 agrees</i> [REDACTED]</p> | | | | | | | | | | | | | | | |
| FOLD HERE TO RETURN TO SENDER | | | | | | | | | | | | | | | |
| FROM: NAME, ADDRESS AND PHONE NO. | | | DATE | | | | | | | | | | | | |
| C/BSD 5E61 x-4078 | | | 11 Mar | | | | | | | | | | | | |

STATINTL

STATINTL

| | | | |
|--|---|-----------------------|-----------------|
| UNCLASSIFIED | CONFIDENTIAL | SECRET | |
| OFFICIAL ROUTING SLIP | | | |
| TO | NAME AND ADDRESS | DATE | INITIALS |
| 1 | C/Benefits & Services Div 5E-61 Hqs. | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| ACTION | DIRECT REPLY | PREPARE REPLY | |
| APPROVAL | DISPATCH | RECOMMENDATION | |
| COMMENT | FILE | RETURN | |
| CONCURRENCE | INFORMATION | SIGNATURE | |
| Remarks: <p>Lee:</p> <p>Returned herewith is the announcement of the ASTD joint awards program. As discussed by phone yesterday, OTR has no candidates for this year's awards.</p> <div style="background-color: black; width: 150px; height: 60px; margin: 10px auto;"></div> | | | |
| FOLD HERE TO RETURN TO SENDER | | | |
| FROM: NAME, ADDRESS AND PHONE NO. | | | DATE |
| Chief, Personnel Branch/OTR 2483 | | | 3/11/70 |

STATINTL

Approved For Release 2001/03/06 : CIA-RDP84-00313R000100040001-6

STATINTL

| SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM | | | |
|---|----------------------|--------------|----------------|
| OFFICIAL ROUTING SLIP | | | |
| TO | NAME AND ADDRESS | DATE | INITIALS |
| 1 | 810, 1000 Glebe Road | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| ACTION | | DIRECT REPLY | PREPARE REPLY |
| APPROVAL | | DISPATCH | RECOMMENDATION |
| COMMENT | | FILE | RETURN |
| CONCURRENCE | | INFORMATION | SIGNATURE |
| Remarks: | | | |
| Bob: The attached is per our telephone conversation today. The last request we received was in 1968 and, after a review by Training, we did not submit a nominee. | | | |
| FOLD HERE TO RETURN TO SENDER | | | |
| FROM: NAME, ADDRESS AND PHONE NO. | | | DATE |
| Chief, Benefits & Services Division/OP 5 E 61, Hq. x-4078 | | | 5 MAR 1970 |

Approved For Release 2001/03/06 : CIA-RDP84-00313R000100040001-6

| SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM | | | |
|---|--------------------|---------------------|-----------------------|
| OFFICIAL ROUTING SLIP | | | |
| TO | NAME AND ADDRESS | DATE | INITIALS |
| 1 | AS/Per/SP | 4 MAR 1970 | ✓ |
| 2 | | | |
| 3 | C/BSS | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| | ACTION | DIRECT REPLY | PREPARE REPLY |
| | APPROVAL | DISPATCH | RECOMMENDATION |
| | COMMENT | FILE | RETURN |
| | CONCURRENCE | INFORMATION | SIGNATURE |
| Remarks: | | | |
| <p>This looks like OTK might have the best input.</p> <p style="text-align: right;">Ruh</p> | | | |
| FOLD HERE TO RETURN TO SENDER | | | |
| FROM: NAME, ADDRESS AND PHONE NO. | | | DATE |
| AEO/OP 5-D-56 IIQ x6825 | | | 12 FEB 1970 |